



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

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EDISON REQUISITIONS- CENTRAL PROCUREMENT OFFICE
AGENCY INSTRUCTIONS

The following are instructions for agencies to use for processing Requisitions for Local Purchase, Release Orders from Contracts awarded by the Central Procurement Office (CPO) via the Invitation to Bid method and for Requisitions to be processed by the CPO for one-time purchases and Agency Term Contracts:

1. **DOC TYPE – NOT SUBMITTED TO THE CPO:** Select one of the following DOC TYPES from the Create Requisition screen for **Local Purchase and Contract Release Order Requisitions:**
 - LPA – For all Local Purchase Requisitions.
 - DCR – For all Contract Release Orders from Agency Term and SWC contracts awarded by The CPO.

The following are instructions for Requisitions to be submitted to The CPO:

*****DO NOT SUBMIT A REQ TO PURCHASING UNTIL IT IS READY TO BE PROCESSED*****

2. **DOC TYPE – SUBMITTED TO the CPO:** Select one of the following DOC TYPES from the Create Requisition screen for **Requisitions to be submitted to The CPO:**
 - DOT – For all One-Time Purchase Orders with a dollar amount above the Local Purchase limit
 - DCO – For all 1-Year Agency Term Contracts
 - DCM – For all Multi-year Agency Term Contracts

NOTE: Each line item must have a unique specification; otherwise the system will “lump” lines with the same description together when attached to an Event and when processing release orders against contract.

3. **Item Numbers for Agency Term Contracts:** The agency will need to get new Item Numbers.
 - Refer to the attached instructions titled “Item Upload Spreadsheet Guide for Purchasing Agents” on how to request Item Numbers.
 - Requisitions submitted to Purchasing with the “800” series numbers, without Item Numbers or ***Item numbers not in the “Item” column*** cannot be processed until the agency obtains new Item Numbers ***or places the item number in the Item column.***
 - For assistance, email the Content Group at content.group@tn.gov.
4. ***Quantities for Agency Term Contracts: The quantity on each line for multi-year contracts must be the total estimated amount for the entire contract period.***

CENTRAL PROCUREMENT OFFICE

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(615) 741-1035 • FAX: (615) 741-0684 • WWW.TN.GOV/GENERALSERV/

5. **Chart Field Code for Agency Term Contracts:** Use chart field code 84510000 on all requisitions to establish agency term contracts.

6. Comments Box: **Requisition Type:**

Enter "Submitting Requisition to The CPO" and one of the following:

- "This is a 1-Time Purchase Order", or
- "This is a 1-Year Agency Term Contract", or
- "This is a Multi-year (2 year) Agency Term Contract", or
- "This is a Multi-year (3 year) Agency Term Contract", or
- "This is a Multi-year (4 year) Agency Term Contract", or
- "This is a Multi-year (5 year) Agency Term Contract", or
- This is a DPA from Bid Request.

7. Comments, Continued: **Request/Justify** the following, if applicable:

- Request for a multi-year contract (i.e. to maintain continuity of service or product availability and to stabilize pricing)
- Request for sole source (Requires a Commissioner to Commissioner letter and sole source documentation from the manufacturer and/or vendor)
- Request for proprietary purchase (*Requires a Commissioner to Commissioner letter* and justification such as compatibility w/existing or unique features)
- Request for a DPA (i.e. unable to get contract with firm pricing, emergencies, etc)
- RUSH: Justify reason that the requisition needs to be Rushed.

8. Comments, Continued: **One Time Purchase Orders for Jobs,**

- List the estimated amount of days from the receipt of the purchase order that you want the vendor to start the job and amount of days to complete the job.
(i.e. Start = 30 days ARO, Complete = 60 days ARO).
- Use UOM of EA for jobs.
- *If the job is construction estimated at over \$50,000, you will need to provide wage rates. Wage Rates are obtained from Labor & Workforce; call 615-741-2858, option #3.*
- *Enter how you obtained the specifications. Note: Specifications must be verified for accuracy and attached to the Requisition or sent to the Buyer upon request.*
- *Enter how you arrived at the estimated dollar amount.*

9. Comments, Continued: **Agency Term Contracts,** The Agency will need to include the following:

- List previous Edison contract number or state that this is a new contract.
- If there is a current or previous contract, list the dollar amount spent during the *contract period*.
- If the previous contract was a time & material, list the amount spent on parts during the *contract period*.
- *Add a Parts Line with no Item Number and the estimated dollar amount for the entire contract period.*
- *Enter how you obtained the specifications. Note: Specifications must be verified for accuracy and attached to the Requisition or sent to the Buyer upon request.*
- *Enter how you arrived at the estimated line quantities and estimated dollar amount.*
- List the start date that you are requesting to have the contract start. If the end date is be different than a full 12 months, please specify the end date.
- List the Estimated Dollar Amounts per year. The following is an **EXAMPLE:**

This a 3 year contract to start 05/01/10. The following is the estimated funding:

FY-11, July to June = \$30,000.00

FY-12, July to June = \$30,000.00

FY-13, July to April = \$30,000.00

10. Comments Continued: Specifications and Attached Documents

- State that specifications are attached; if not explain why they are not attached.
- All specifications must in Word (.doc format), Font: Arial 10.
- If specifications are attached and The CPO cannot get them to print, be prepared to submit them to the Buyer by email in a Word document.
- If there are engineer drawings or other types of documents to be sent with the ITB, the agency needs to define what the documents are and who to contact for the document(s).

11. Comments, Continued: Suggested Vendors

- List any suggested vendors to include the vendor name, vendor number (Edison), contact person, telephone number *and the vendor's email address*.

12. Comments, Continued: Agency Contacts.

- List your name, your agency, and your telephone number.
- List the receiving agency's contact person and telephone number, if applicable.

ADDITIONAL INSTRUCTIONS – CONTRACT RELEASE ORDERS:

Enter the following in the Comments box:

- Use DOC TYPE = DCR
- This requisition is a contract release order (DCR) against contract (list the Edison contract number)
- Check the box to have the Comments print on the Purchase Order.
- List your name, your agency, the telephone number and the date entered.
- List the Ship To address if it is not displayed on the purchase order.
- List the receiving agency's contact person and telephone number.

Note: Listing this information will be helpful to the vendor as they may not recognize the Edison contract number and it will assist The CPO when pulling queries to determine if the requisition is to be given to a Buyer for processing or if it is a Contract Release Order.

CENTRAL PROCUREMENT OFFICE WEBSITE

Please visit the Purchasing Division website for assistance with Edison related questions.

www.tennessee.gov/generalserv/cpo.

Note: The website is constantly be updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.